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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

01 August 2023

ADMINISTRATIVE ORDER
No. 762, series of 2023

TO: DIXIE B. BUALOY
Administrative Aide IV, BU Tabaco

THRU: VICE-PRESIDENT FOR ADMINISTRATION & FINANCE
CHIEF ADMINISTRATIVE OFFICER FOR ADMINISTRATIVE
DIVISION
CONCERNED DEAN

SUBJECT: Re-deployment to BU Tabaco Administrative Office

In the interest of efficient and effective public service, anchored on the Quality Policy of Bicol University, you are hereby re-deployed to the BU Tabaco Administrative Office effective upon receipt hereof.

As re-deployed in aforesaid office, you shall perform the following duties and functions:

- (a) Responsible of taking charge of administrative and clerical tasks and other related activities.
- (b) Perform highly skilled and clerical work such as preparation of correspondences, encoding, filing or record posting.
- (c) Does other functions that may be given from time to time by the immediate supervisor.

As such, you are expected to discharge your functions efficiently and effectively with highest degree of honesty, integrity and professionalism in the pursuit of the continuing programs of development of the University.

Finally, you are directed to undertake an orderly and formal turnover of records, reports and accountabilities to your successors in your previous office, as mandated under Section 77 of P.D. No. 1445. This is to ensure that all documents that should be left in their original stations/workplaces are in the actual custody of the incoming designated personnel. The turnover shall be properly documented and shall be signed by both the outgoing and incoming designees, a copy of which shall be furnished to the Office of the Vice – President for Administration and Finance and the Office of the Chief Administrative Officer for Administrative Division.

Please be guided accordingly.


BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:


DIXIE B. BUALOY